

**DEPARTMENT OF WORKFORCE
DEVELOPMENT**

Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



**State of Wisconsin
Governor Jim Doyle**

**DEPARTMENT OF HEALTH AND
FAMILY SERVICES**

Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility
Division of Health Care Financing**

BHCE/BWP OPERATIONS MEMO

**No: 04-56 Reference Table
Corrected**

DATE: 10/25/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other EP	<input checked="" type="checkbox"/> ★				

PRIORITY: HIGH

SUBJECT: Recording Educational Testing Results in CARES

CROSS REFERENCE:

Operations Memo 04-14
U.S. Department of Labor Training and Employment
Guidance Letter 15-03
W-2 Performance Standards 2004 - 2005

EFFECTIVE DATE:

Immediately

PURPOSE

This memo describes changes to the CARES work program Assessment - Education screen, WPED. The change will allow workers to record results for additional tests and an extra field has been added to record raw scores. This change includes all of the English, Math and Reading assessment testing tools that are outlined in the Department of Labor's Training and Employment Guidance Letter (TEGL) 15-03, Educational Gains measures of the National Reporting System (NRS) developed by the U.S. Department of Education, Division of Adult Education and Literacy. Additionally, a field for Life Skills was added. This change will assist W-2 agencies in recording successful attainments for the Literacy and Numeracy performance standard.

BACKGROUND

The Department of Labor has been working towards creating common performance measures for 17 federally funded work programs including Temporary Assistance for Needy Families (TANF) funded programs. One of the proposed measures involves improving basic education skills and includes a listing of acceptable standardized testing tools that was compiled by the U.S. Department of Education, Division of Adult Education and Literacy.

The 2004-2005 Wisconsin Works (W-2) and Related Programs contract requires W-2 agencies to meet a performance standard for Literacy and Numeracy Gains by participants in W-2 basic education programs. Operations memo 04-14 described how, effective April 1, 2004, that performance standard would be aligned with the testing tools and skill level descriptors detailed in TEGL 15-03. Detailed information about the W-2 Literacy and Numeracy Gains performance standard is also provided by the W-2 Performance Standards Information Map available on the DWD web site at http://www.dwd.state.wi.us/dws/w2/pdf/information_map.pdf

POLICY

Enhancements were made to CARES screen WPED effective July 26, 2004. These changes include additional testing choices and an additional field for recording the raw test score and Life Skills in addition to the grade level. A new testing category, Life Skills, has been added to the screen. This new testing category will be used to capture the life skills testing results (i.e. CASAS).

WPED SCREEN CHANGES

WPED		ASSESSMENT - EDUCATION		06/17/04 09:41	
PIN: 5100666935		OFFICE: 1575		CTY/TRIBE: 40	
NAME: SANC-5		INTAKE		CASE MANAGER: XCTA28	
LAST ASSESSMENT UPDATE:				UPDATED DATE: 06 17 2004	
DO YOU WANT TO INITIATE A NEW ASSESSMENT: _ (Y/N)					
EDUCATION HISTORY: ORIGINAL CURRENT					
HIGHEST ED. LEVEL:		012		012	
LAST YEAR ATTENDED:		1991		1991	
WHERE ATTENDED		DEGREE		MM/YR RECEIVED	
				COURSE OF STUDY	
TESTING: -----ORIGINAL-----					
LEVEL		SCORE		TEST	
06.9		0587		TABE	
MATH		08.7		0647	
ENGLISH					
APTITUDE					
INTEREST					
LIFE SKILLS		0699		CASA	
PF14 WPAW		PF15 WPJR		PF16 WPJS	
NEXT TRAN:		PARMS: 5100666935		PF17 WPTS	

The general functionality of the screen has not changed. The way in which test results are entered has not changed, and the way in which historical test results are loaded to screen WPTS has not changed either. Test results will continued to be entered under the "Current" section. As before, the very first set of test results entered for each category will be loaded as the "Original" results when the Enter key is pressed. The original values will not change as new tests results are added. As new tests results are added for a given category, the previous result will be transferred to screen WPTS, Assessment Testing Summary, the historical test results listing screen.

HIGHLIGHTED CHANGES TO WPED

1. A new testing category, Life Skills, has been added to the screen. This new testing category will be used to capture the life skills testing results.
2. Raw score fields have been added to the following testing categories:

Reading
Math
English
Life Skills (new category)

The raw score field was needed because the new testing category Life Skills does not include the type of assessments tests which convert to a grade level. Therefore, for this category, the worker will only need to record the raw test score from the applicable assessment test (plus the month and year the test was administered.) The raw score field has been added to the other testing categories as well, and is a mandatory field when a test result is entered for a given category.

3. The respective reference tables for each testing category have also changed. The new DOL preferred assessment tests have been added as needed to the appropriate testing category reference tables (see Operations Memo 04-14 for more information regarding the types of tests that must be used.)
4. The reference table for the “Level” field has been modified to include an option for indicating that no grade level conversion is available for a given test. For example, under the English testing category, the score for the Basic Skills English Test (BST1 or BST2) does not convert to a grade level. Prior to this change, when this test was used, workers were not able to record a Level and were directed to record the results of this test in Case Comments. Now, however, the reference table for Level (TWTL) has been updated to include a No Level option. The code for No Level is NOLV, as shown below:

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WPED                                ASSESSMENT - EDUCATION                                07/28/04 13:42

PIN: 5100666935    OFFICE: 1575    CTY/TRIBE: 40    CASE MANAGER: XCTA28
NAME: SANC-5        INTAKE
LAST ASSESSMENT UPDATE:                                UPDATED DATE: 07 28 2004

DO YOU WANT TO INITIATE A NEW ASSESSMENT: _ (Y/N)
EDUCATION HISTORY:    ORIGINAL    CURRENT
  HIGHEST ED. LEVEL:    012        012        CURRENTLY IN SCHOOL: N
  LAST YEAR ATTENDED:    1991        1991
    WHERE ATTENDED        DEGREE        MM/YR RECEIVED        COURSE OF STUDY

=====
TESTING:    -----ORIGINAL-----    -----CURRENT-----
            LEVEL SCORE TEST MM/YEAR    LEVEL SCORE TEST MM/YEAR
  READING    06.9 0587 TABE 05 2004    06.9 587 TABE 05 2004
  MATH        08.7 0647 ABL1 04 2004    08.9 656 ABL1 05 2004
  ENGLISH     NOLV 0254 BST1 06 2004    NOLV 254 BST1 06 2004
  APTITUDE
  INTEREST
  LIFE SKILLS    0699 CASA 04 2004    699 CASA 04 2004
PF14 WPAW PF15 WPJR PF16 WPJS PF17 WPTS
NEXT TRAN: _____ PARMS: 5100666935_____

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ASSESSMENT RESULTS – HISTORY

As stated above, WPTS will remain the historical tracking screen for WPED. As new test results are entered on WPED, WPTS will be updated with the previous results and will maintain an on-going record of testing results.

The screen has been modified to include the new raw score field and the new Life Skills category, as shown below:

WPTS		ASSESSMENT-TESTING SUMMARY		07/28/04 13:48	
PIN: 5100666935		OFFICE: 1575	CTY/TRIBE: 40	CASE MANAGER: XCTA28	
NAME: SANC-5		INTAKE			
	LEVEL	SCORE	TEST	MM/YEAR	
READING	06.9	0587	TABE	05 2004	
MATH	08.9	0656	ABL1	05 2004	
ENGLISH	NOLV	0254	BST1	06 2004	
APTITUDE					
INTEREST					
LIFE SKILLS		0699	CASA	04 2004	
READING		06.9	0587	TABE	05 2004
MATH		08.9	0656	ABL1	05 2004
ENGLISH		NOLV	0254	BST1	06 2004
APTITUDE					
INTEREST					
LIFE SKILLS		0699	CASA	04 2004	
PF13 WPED PF14 WPAW PF15 WPJR					
NEXT TRAN: _____		PARMS: 5100666935 _____ MORE			

W-2 PERFORMANCE STANDARDS

The enhancement to the WPED CARES screen does not change the Literacy and Numeracy performance standard. However, agencies are now required to post all testing results on WPED instead of the prior direction allowing the option of recording testing results on WPED or Case Comments. No action is required in CARES for prior entries. FEP's may find it a useful case management tool to update prior testing information on WPED.

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC – Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.